


Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **LYNETTE C. CIMA FRANCA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00x50%=2.50	
b. Students (50%)		4.14x50%=2.07	
Total for Instruction	36.12%	4.57	1.65
2. Research	4.70%	5.00	0.23
3. Extension	10.96%	5.00	0.55
4. Administration	48.22%	5.00	2.41
5. Production	0%	0.00	0.00
TOTAL			4.84


EQUIVALENT NUMERICAL RATING: 4.84
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: **OUTSTANDING**

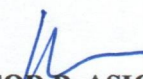
Prepared by:


LYNETTE C. CIMA FRANCA
Name of Faculty

Reviewed by:


VICTOR B. ASIO
College Dean

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lynette C. Cimafranca, a faculty member of the Department of Food Science and Technology, commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January -June, 2022.

LYNETTE C. CIMAFRANCA

Asst. Prof. I

Date:

Approved:

VICTOR B. ASIO

College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned		1.66	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	5	5	5	5	5.00	Afana & Comprado
		A3. Number of students advised on thesis/special problems/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript		1	5	5	5	5.00	Afana
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	4	5	5	5	5.00	Punay, Mazo, Edaño, Anafia
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	9	5	5	5	5.00	Punay, Mazo, Sabejon, Edaño, Afana, espinosa, comprado, basculfa, cacerez,

	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof		1	5	5	5	5.00	FTEC 256 lab guide
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		3	5	5	5	5.00	
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		1	5	5	5	5.00	FTEC 256
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
		<u>course syllabus made</u>	no of course syllabus drafted							
		<u>review course syllabus and OJT guidelines</u>	no of course syllabus and other documents reviewed							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	20	12.75	5	5	5	5.00	2nd Sem. 2021-2022

		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	2	5	5	5	5.00	
		A11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	10	12	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	syllabus making; on-boarding
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	5	5	5	5	5.00	FTEC 250
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviser to students</i>	38	38	5	5	5	5.00	
		A17 . Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Corrected the thesis outline of the following: 4th yr students (3); MSFT (1); 3rd yr (6)
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	16	5	5	5	5.00	Corrected the thesis outline of the following: 4th yr students (26)
		<i>As Dept Head</i>	Advises and corrects research outline and thesis/SP manuscript		27	5	5	5	5.00	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	35	100	5	5	5	5.00	approximate
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							

		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	assisted PAFT as department head
	PI 10 : Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	7	5	5	5	5.00	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	FTec 166
	PI 11 . Additional outputs	A 25 . Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	2	2	5	5	5	5.00	AAACUP: Level 4 BSFT; Level 3 MSFST (Level 2 compliance report)
		Agency/firm/industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	4	4	5	5	5	5.00	GOLDilocks, Jules Bakeshop, ACS Food Manufacturing Corp
		A 26 . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		course syllabus revised	revise course syllabus							
UMFO 3 . RESEARCH SERVICES										

PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries		1	5	5	5	5.00	
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1						for year-end accomplishment
	In refereed int'l journals								
	In refereed nat'l/regional journals								
		reviews and edited previously submitted article(s) based on peer-reviewer's comments and suggestions	1	1	5	5	5	5.00	OPTIMIZATION OF THE LEVELS OF GINGER EXTRACT, PALM OIL AND GLUCOSE SYRUP ON THE SENSORY QUALITY OF GINGER YEMA (initial revisions) (submitted back July 7)
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1						for year-end accomplishment
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	A 33a. Number of journal articles drafted, submitted, revised (after peer review)	Designs research related activities and other outputs to implement new normal							
	A 33b. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1						on going review of a paper from PSJ

		A 33c. Number of journal articles/scientific paper accepted for publication								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1						for year-end accomplishment
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
		meetings attended	attended meetings related to research proposal brainstorming and writing	2	8	5	5	5	5.00	(a) Product Dev't & Profiling of Major Jackfruit Production systems in the Phil (Feb 1); meeting re project concerns: Feb 23, Mar 14, May 13, May 20 and June 16; Proposal writing meeting: re - Langka NICER Project with DOSTB rep and (April 1 and 6); PhilRice collab - Apr 22; and May 17; rebuilding BUWA project with DBM (Apr 28); FVC(ASEAN) - Jun 9
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	5	5	5	5	5.00	active partnership with (a) Jackfruit processing (LGU Baybay) and (b) BUWA (Bunga); initial talks re partnership with (c) RAFI micro financing, (d) Marag-ing Agri Ventures Inc. and (e) 3cGenFoods
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	200	60	5	5	5	5.00	2 face to face seminars
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	Strengthening Processing skills, Enhancement of Product Quality, and Development of Business Management Skills Among Food Processors - An Extension cum Research Project
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1						year end accomplishment
	Convenor/Organizer	Convenor/Organizer		3	3	5	5	5	5.00	(a) team bldg & work ethics (mar 17 & 18); HACCP seminar & GMP seminar; Orientation on Lab rules & Protocols
	Consultancy	Consultant	attends meeting; attend consultancy service							
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
		No. of lecture material used during RPship	prepares ppt, feedback form, pre-test, post test, etc... used in extension activities	2	2	5	5	5	5.00	HACCP training
		No. of extension documents submitted	prepares and submits reports to OVPRE	4	2	5	5	5	5.00	submitted 1st and 2nd quarter accomplishment report to OVPRE-extension (the remaining 2 will be for the year end accomplishment)
		No. of meeting attended	attends OVPRE-extension meeting							
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	0 NC						

		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% Compliant	100% complied	5	5	5	5.00	
		On program accreditations	prepares documents for AACUP accreditations	2	1	5	5	5	5.00	BSFTLevel 4 AACUP accreditation ;
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	0 complaint	0 complaint	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
			Prepares document that are normally usually submitted on a regular basis	14	8	5	5	5	5.00	DTR (6), SALN(1), BIR 2316 (1)
		As CAFS Secretary	attended CAFS meeting	1	3	5	5	5	5.00	Feb 18, Mar 4, Mar. 8 and June 22
			prepares minutes of the meeting	1	2	5	5	5	5.00	
		As SSF Rootcrop processing focal person	prepares and submitted SSF rootcrop monitoring	4	3	5	5	5	5.00	
		No. of survey participations	answers survey forms							
		No. of DFST meetings attended	attends DFST meetings	5	8	5	5	5	5.00	
		served as APB rep in teaching demo's and OGS student final defense	attends teaching demos as APB representative & as observer in graduate student final exam (defense); preparation of necessary reports	2	2	5	5	5	5.00	Feb 2 DFST (representing CAFS dean); OGS examiner (May 27- MSF student)
		as department head	no. of consultations		50	5	5	5	5.00	approximate
			no. of documents signed	38	453	5	5	5	5.00	

		UAC	attends UAC meeting	1	1	5	5	5	5.00	Jun-24
		VFA/Grad Faculty	attend VSUFA and Graduate faculty meeting	1	1	5	5	5	5.00	May 11 Grad council meeting
		as curriculum committee member of DFST	review course syllabus	1						no available material for review
		as health coordinator	coordinate health related matters of the faculty and staff to VSU infirmary; help in the implementation of COVID-19 protocols							
					Total points				239.34	

Average Rating (Total Over-all rating divided by 4)	4.98
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.98
ADJECTIVAL RATING	OUTSTANDING

Evaluated & Rated by:

VICTOR B. ASIO
College Dean
Date:

Recommending Approval

VICTOR B. ASIO
College Dean
Date:

Comments and Recommendations for Development Purpose:

Attend training relative to PhD courses which she will be handling as soon as the program is offered.

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8-5-2022

PERFORMANCE MONITORING FORM


Name of Employee: **LYNETTE C. CIMA FRANCA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as prepares and revises learning guides, course syllabus.	Very Satisfactory	<ul style="list-style-type: none"> Teaches assigned subject – January -July 2022 (2nd Sem) Prepares and revises learning guides through virtual classroom and course syllabus 	July 2022 February 2022	July 2022 February 2022	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	January -July 2022 - ongoing process whole period of the 2 nd Semester 2021-2022	July 2022	July 2022	Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	<ul style="list-style-type: none"> July 2022- 2nd Sem. SY 2021-2022 Consultation -July- December 2021 			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	January – June 2022 (as scheduled)			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	January – June 2022					

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


VICTOR B. ASIO
 College Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LYNETTE C. CIMA FRANCA

Performance Rating : Outstanding

Aim: To improve teaching capability of the faculty

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2022

Target Date: December 2022

First Step:

Finalize IMs ready for review

Result:

IMs finalized and ready for submission

Date: December 2022

Target Date: December 2023

Next Step:

Participation to trainings relative to PhD courses she will be handling once the program is offered.


Outcome:

Enhanced teaching capability in BS and MSFST courses as well as soon to be offered PhD courses.

Final Step/Recommendation:

For the administration to provide budget appropriations for trainings related to PhD program.

Prepared by:


VICTOR B. ASIO
College Dean

Conforme:


LYNETTE C. CIMA FRANCA
Ratee